



Wallaroo Mines Primary School EVACUATION PLAN

This plan details instructions for the evacuation of the Wallaroo Mines Primary School for any of the following incidents:-

- ▶ Medical Emergency
- ▶ Bomb Threat
- ▶ Toxic Emissions
- ▶ Fire (a) Internal (b) External (excluding Bushfire – see Bushfire Action Plan)
- ▶ Severe Storm
- ▶ Siege & Hostage
- ▶ Earthquake
- ▶ Flood

The same procedure for evacuation will be used for all incidents but consideration as to assembly area will be needed for each incident.

WARNING SYSTEM

The method of alerting the staff and students will be 3 long rings (15 secs each) of the school bell. Alternative in case of power failure is 3 long blasts of whistle.

EVACUATION PROCEDURE

Upon hearing the warning signal or verbal advice, the following is the pre set course of action.

Principal/Evacuation Officer

- ▶ If not teaching, attend Principal's Office or alternative venue.
- ▶ If teaching comply with Class Teacher Instructions - Office Secretary to complete Principal's course of action and;
- ▶ Establish nature of the emergency.
- ▶ Have Fire Brigade, Police, Ambulance, as appropriate, notified of the emergency
- ▶ Have a person at the main entrance gate to direct Emergency Services personnel
- ▶ Appoint assembly area.
- ▶ Collect roll books from office and take to oval.
- ▶ Move to assembly area on completion of evacuation and establish presence of all staff and students.
- ▶ Brief Emergency Services, on their arrival, of the situation and staff/student position.

Following the alarm each Teacher to:-

- ▶ Assemble all students in the class for evacuation to the school oval, keeping students calm and together.
- ▶ Turn off lights and air conditioners
- ▶ Proceed to the designated assembly area via the appropriate fire exit.

- ▶ Check roll and/or conduct head count to ascertain whereabouts of all students including those out of the building.
- ▶ Remain with students and await instructions from Principal.

Non-Teaching Staff/Teachers not committed to class:-

- ▶ Check student toilets
- ▶ Evacuate to the Oval
- ▶ Phone and Medical Supplies

Assembly Area Warden - Principal/School Secretary

- ▶ locate yourself at the assembly area
- ▶ register classes that have reported to the assembly area and whether any person is missing
- ▶ direct those reporting to oval or safe area
- ▶ report situation when Principal arrives or at a pre-determined time

Check Warden

- ▶ check that no person has been left behind in rooms, store rooms, office, toilet etc
- ▶ if possible isolate electricity to fire effective area, shut off gas supplies
- ▶ report "evacuation complete: to Assembly Area Warden